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Approved For Release 2003/06/17 : CIA-RDP80R01731R001700080019-0
22 February 1952

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MEMORANDUM FOR: Deputy Director (Intelligence)

SUBJECT: Categories of CIA Intelligence Publications

1. The attached memorandum has been distributed to the offices in the BDI area and to other offices for information. It is understood that this paper will be discussed at your Staff Meeting on Tuesday, 26 February. The recommendations in the attached memorandum are agreed by the offices except as noted on the second page of TAB A with reference to OSI's preference for the word "Scientific" in front of "Intelligence Report" and "Provisional Intelligence Report."

2. There are, however, two issues which, subsequent to the paper, have been raised and would merit discussion at your Staff Meeting Tuesday:

a. Should the NIE's and any other publications which are similarly coordinated (EIC's, SIC's, etc.) have some indication on the cover that they have been prepared in collaboration with the other agencies?

Recommendation: That NIE's and other similarly coordinated publications should have a notation on the outside as follows: "Prepared with the collaboration of the IAC." The footnote on the frontis piece which indicates the exact extent of concurrence or nonconcurrence should be continued.

Comment: Representatives of other agencies have on occasion spoken adversely of the fact that no deference is paid at all to the considerable contribution made by them in National Estimates as far as the cover is concerned. It would seem politically wise, in addition to being a recognition of fact, to make such a gesture.

b. The definitions in the categories, TAB A, could be construed as forbidding or making no provision for coordination except in the case of Intelligence Reports. It might be wiser to add a comprehensive injunction at the heading to the effect: "The extent of the participation or concurrence of the other IAC agencies in the preparation of the following CIA publications should, with their approval, be noted."

Recommendation: That such comprehensive statement be added at the beginning of the categories.

Comment: It is recognized that at the present time it may be undesirable or impracticable for the other agencies to collaborate in certain of the publications such as the Review, Digest, Bulletin, or Memorandum because of the factor of time or other considerations. However, we may later consider such participation desirable or some of the obstacles may be surmounted in particular cases. The notation therefore should be broad enough to take account of such possibilities.

JAMES Q. REHER

Assistant Director

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20 February 1954

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MEMORANDUM FOR: Deputy Director (Intelligence)

SUBJECT: Categories of CIA Intelligence Publications

1. PROBLEM. -- To determine the categories of CIA intelligence publications.

2. DISCUSSION: --

a. The DDCI on 18 December 1951 placed on AD/IC the responsibility for examining in connection with the offices the intelligence publications of the Agency. As a first step in carrying this out the production offices with some participation of OGD, OSO, and OO chose as a first order of business the preparation of categories of CIA intelligence publications. This was stimulated by internal office problems involved in finding the proper vehicles to carry the different kinds of intelligence which are produced. The offices have noted the confusion which has been created among recipients in some cases because of the diverse forms in which our publications appear or the uncertainty of their status (such as in the case of the "working paper").

b. There have also been complications regarding the control of dissemination and the maintenance of adequate files and reference on finished intelligence.

c. The categories recommended in TAB A attached hereto are believed by the offices mainly concerned (ONE, ORR, OSI, and OCI) to be adequate to serve as vehicles for the publication of their production and that a decision establishing them not only will materially improve their own handling of publications but also will create a better impression among our customers.

d. It should be noted that the information reports of OSO and OO are not considered as a part of the intelligence publication problem, though the problems which may be confronted in rationalizing OSO-OO publications of information have been taken into account in reaching the recommendations set forth below. Another paper will presently set forth recommendations respecting OSO-OO publications.

e. Counter-intelligence studies prepared by OSO are not included in the categories because they are not positive intelligence.

3. RECOMMENDATIONS. --

a. That TAB A be approved as the official CIA categories of intelligence publications.

C-O-N-F-I-D-E-N-T-I-A-L

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b. That ORR, OSI, and OCI each choose a single color for the cover of all publications produced by the office if a printed cover is used. The cover of each publication whether colored or not should conform to the pattern indicated in TAB B.

c. That the "working paper" should have no status among publications and that insofar as semi-finished papers are reproduced and disseminated for committee business they too are not publications. At such time as such papers warrant publication status they should be published under one of the established categories.

d. That dissemination and control of working papers, committee documents, and papers prepared as contributions to NIE's or for the covert offices is the responsibility of the issuing office. In the event that finished research cannot be published in one of the official categories for security or other reasons the originating office is responsible for deciding whether the document shall rest in the central OCD file and, if so, take appropriate action.

JAMES Q. REBER
Assistant Director
Intelligence Coordination

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TAB A

CATEGORIES OF CIA INTELLIGENCE PUBLICATIONS

- I. The following titles are reserved exclusively for documents at present being published under them:

1. National Intelligence Estimate: An intelligence estimate which satisfies the criteria of NSCID No. 3 for national intelligence, normally developed under the guidance of ONE and bearing the concurrence or non-concurrence of the IAC members. (This would include current NIE's, SE's, and SIE's.)

2. National Intelligence Survey: Basic intelligence published by CIA under the National Intelligence Survey Program.

3. Preliminary NIS Gazetteer: A compilation of standard geographic names which have been approved by the U. S. Board on Geographic Names.

4. Situation Summary: A weekly or monthly compendium of intelligence arranged under regional and functional headings designed to reveal the capabilities and intentions of foreign powers.

- II. The following titles shall apply to documents as defined in each case and may be used by any of the production offices.

1. Intelligence Report: A publication presenting exhaustive research which may or may not include an estimate. The extent of the participation of the other agencies in the preparation of the report should, with their approval, be noted.

2. Provisional Intelligence Report: A preliminary version of an intelligence report or of certain parts of an extended project or a report which is not to be finished but on which considerable work has been done, it being recognized that postponement of publication, until all intended research is completed, would not be in the best interests of the parties concerned.

*3. Intelligence Review: A periodic publication (weekly or monthly) which brings together, systematically, closely related developments and provides an interpretation which extends backward in time beyond the period between issues.

*4. Intelligence Digest: A periodic and systematic presentation of evaluated intelligence data in an abridged form.

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*5. Intelligence Bulletin: A publication high-lighting critical evaluated intelligence items with brief preliminary comment issued because of the probable value of such intelligence to immediate decisions confronting operating or policy officials.

6. Intelligence Memorandum: A brief timely and interpretative statement of intelligence.

7. Intelligence Collection Guide: A compilation of research needs systematically arranged and revised as necessary from time to time for the guidance of collectors.

8. Research Aid: Systematically arranged data for ready reference of analysts.

9. External Research Study: A monograph prepared outside the Government and published by CIA.

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- * These titles will have the appropriate adjective "Current," "Economic," "Map or Geographic" and "Scientific" added since such modifiers are necessary to tell the reader of the content, there being no subtitles as for instance in National Intelligence Estimates or Intelligence Reports. OSI prefers that such adjectives, at least in its own case, be also applicable to "Intelligence Report" and "Provisional Intelligence Report."

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C O V E R S

The attached covers are to illustrate four types of format and some of the paper stock available. It is proposed that a single form be served on.

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SECURITY INFORMATION

SCIENTIFIC INTELLIGENCE MEMORANDUM

THE SHIPBUILDING COMPONENT INDUSTRY IN EAST GERMANY



CENTRAL INTELLIGENCE AGENCY

OFFICE OF RESEARCH AND REPORTS

15 February 1952

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